

SY 2021-22 LEA Health and Safety Plans

LEA Name: The Family Place PCS

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LEA Type: Adult

Date Generated: 08/04/2021

Background and Purpose

[OSSE's Health and Safety Guidance for Schools](#) is issued for LEAs and private, parochial and independent schools (schools). LEAs and schools must develop and submit to OSSE comprehensive health and safety plans. This plan is intended to provide the public with information on how the LEA will support the safe reopening and operation of school buildings, including guidelines on masking, social distancing, handwashing and respiratory etiquette, cleaning and maintaining healthy facilities, and appropriate response to a positive COVID-19 case.

OSSE reviewed each LEA's responses to the questions for clarity, completeness, and compliance with the DC Health and OSSE health and safety guidance for schools and provided feedback to the LEA. Before publication, LEA's were given the opportunity to revise their responses based on OSSE's feedback. LEAs and schools are responsible for incorporating additional or updated public health guidance into their policies and procedures throughout the school year as such guidance is released.

Face Masks

1. Provide the LEA's plan to comply with the requirements to:

- a. except for specific circumstances (e.g., while eating) articulated in OSSE's guidance, all students, staff and visitors, including those who are fully vaccinated, must wear non-medical face coverings or face masks at all times while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and
- b. masks must be worn correctly.

Everyone must wear face masks, whether vaccinated or not while on campus and participating in school activities. This is posted in all entryways and at the registration desk. Also, this requirement has been communicated via our webpage, Facebook and Twitter. Briefings for staff include information about wearing face masks, social distancing and wearing PPE.

2. Provide the LEA's policies and procedures in the event that a student, staff member, or visitor is unable or unwilling to wear a face mask at all times.

In the event that student or staff does not have a face mask, TFPPCS will provide them free of charge. Signage for hand-washing, mask requirements and social distancing have been installed throughout the facility for both students and staff. TFPPCS will follow changing mask guidance for schools when updated.

3. Provide the LEA's policies and procedures to support physical distancing between individuals and within and across groups, including in classrooms, common spaces, during arrival and dismissal procedures, and during extracurricular activities.

Physical distancing floor decals have been installed and we have replaced all classroom furniture with individual desks to accommodate social distancing guidelines – 8-12 students per classroom, 3 feet apart. We have installed sneeze guard around our reception area. We also have individual sneeze guards for student desks.

At the beginning of each in-person class, students are reminded of the 3 feet social distancing requirement in the classroom, hallways, stairways, and bathrooms as well as handwashing etiquette.

4. Provide the LEA's policies and procedures regarding the use of cohorts for students and/or staff, including steps to minimize interactions between cohorts, as applicable.

Classes are divided into 4 cohorts, morning, afternoon, evening, and Friday. Students will not interact in person with students from different cohorts. Some staff and teachers will interact across cohorts if they are fully vaccinated.

Students will stay on the same level that their classroom is on and will use the bathroom on the corresponding level. If needed, class start times will be staggered to accommodate different classes during the same cohort time.

5. Provide the LEA's policies and procedures to support handwashing and respiratory etiquette including frequent, proper handwashing strategies and encouraging covering coughs and sneezes.

Signage for handwashing, and proper hygiene (covering coughs and sneezes) are posted in common areas and in all bathrooms. All students are adults and will be reminded about handwashing, wearing masks, social distancing, and covering coughs and sneezes on a regular basis.

6. Provide the LEA's plan to make available adequate supplies (e.g., soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices including, as relevant, in classrooms, bathrooms, offices and common spaces.

Our custodial staff have ordered sufficient health hygiene supplies for normal use and emergencies. Our managers check supplies and audit cleaning protocols and routines weekly. This review includes inspection of high-touch areas, such as student desks, computers, entry and bathroom doorknobs, counters, and toilets.

7. Provide the LEA's policies and procedures to acquire, distribute and support the appropriate use of PPE including gowns/coveralls, gloves, surgical masks, eye protection (face shield or goggles) and N95 masks, as relevant and necessary.

TFPPCS has purchased PPE including face shields, masks and gloves for all staff and students to be given out as needed. We have also purchased plexiglass dividers for common areas (front desk, case management, etc.) as well as for individual desks. We have gowns and N95 masks in stock for staff and students if needed.

Maintain Clean and Healthy Facilities

8. Provide the LEA's schedule for routine cleaning of rooms, surfaces and objects, including high touch objects and surfaces (e.g., pens, keyboards, elevator buttons, light switches, handles, stair rails, faucets, phones, doorknobs, grab bars on playgrounds).

Our in-house cleaning team will conduct daily cleaning – multiple times per day -- when we have in-person instruction (Morning, Afternoon, and Evening). They will disinfect all adult education classrooms, common areas, bathrooms, and high-touch surface areas after each session following the guidance from the CDC, OSSE and DC Health. We will also provide all staff with wipes with at least 70% alcohol content in cleaning agent to comply with FDA and sanitization standards for them to disinfect their stations. Our new staff motto is “if you touch it you clean it”.

9. Provide the LEA's cleaning and disinfecting protocols in the event that (1) a student, staff member, or visitor develops symptoms of possible COVID-19 while in the school; or (2) if the school is notified that a student, staff member or visitor who tested positive has been in the school.

In the event that a student, staff member, or visitor develops symptoms of possible COVID-19 while in the school; or we are notified that a student, staff member or visitor who tested positive has been in the school we will comply with the outlined protocols.

- o If it has been 24 hours or less since the sick person was at TFPPCS, we will both clean and disinfect the areas where they were when in the building.
- o If it has been more than 24 hours since the sick person was at TFPPCS, we will clean the areas where they visited.
- o If it has been more than 3 days since the sick person was in your facility, we will follow our routine facility cleaning and disinfection procedures.

10. Provide the LEA's plan to make available sufficient and appropriate cleaning and disinfection supplies.

Our custodial staff have ordered sufficient health hygiene supplies for normal use and emergencies. Our managers check supplies and audit cleaning protocols and routines weekly. This review includes inspection of high-touch areas, such as student desks, computers, entry and bathroom doorknobs, counters, and toilets. We order bulk cleaning supplies and PPE together with other schools/non-profits in order to lower costs and make sure we always have enough in stock. All cleaning staff wear gloves while working and dispose of them properly.

11. Provide the LEA's plan to perform necessary maintenance to ventilation and water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) so that they are ready for use and occupancy and are adequately maintained throughout the operating period.

TFPPCS does not have central air ventilation. We have individual window units. We are replacing all of the older units and changing the filters regularly. We have purchased and installed four IQAir purifiers with HyperHEPA filtration technology for superior airborne particle removal on each of the floors in the building. Our windows were replaced within the last year, so we are able to open them to circulate air. We have ceiling fans installed in the first and second floor hallways to circulate air out of spaces and to the air purifiers. When classes are in session, we plan to keep doors and windows open as much as possible to circulate outside air throughout the building.

We have installed water dispensers with filters for students to fill their own water bottles/cups. Wipes are available next to each dispenser for each person to wipe down after each use. Water and air filtration/circulation have been in place during COVID and there was not a prolonged shutdown of the building.

Response to a Confirmed or Suspected COVID-19 Case

12. Describe the LEA's policies and procedures to:

- **a. Comply with the requirement to not admit or to dismiss any student, staff member or visitor who is COVID-19 positive or otherwise meets criteria for exclusion, per OSSE's guidance; and**
- **b. Dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting.**

1. Becoming Sick at School: Students demonstrating any of the following symptoms will be sent home: Fever (100.4 or greater) - Chills - Cough - Shortness of breath - Loss of taste/smell - Sore throat - Fatigue - Muscle aches - Runny Nose/Congestion - Stomachache - Diarrhea - Nausea/Vomiting - Headaches.
2. COVID-19 within the school setting will be sent home immediately. Students and staff who present proof of

vaccination and are symptom free will be allowed to return to class the following session. Students who are not vaccinated must self-quarantine until the case is confirmed positive or negative and follow the appropriate guidance which includes quarantining for 10 days if the case is positive.

13. Provide the LEA's plan to comply with the requirements to:

- **a. Identify a staff member as the COVID-19 point of contact (POC) to whom families, staff, contractors and vendors should report a positive case of COVID-19 and who is responsible for reporting positive cases of COVID-19 to DC Health;**
- **b. Report any applicable positive COVID-19 case in a student, staff member or essential visitor to DC Health on the same day the school is notified;**
- **c. Not exclude students or staff with pre-existing health conditions that present with specific COVID-19-like symptoms on the basis of those specific symptoms, if a healthcare provider has provided written or verbal documentation that those specific symptoms are not due to COVID-19.**

TFPPCS's Director of Operations and HR , Miryam Acosta, will be the POC for students, staff, vendors, and volunteers to report a positive COVID-19 case. She will then report the case to DC Health.

TFPPCS will immediately notify DC Health if there is a positive case in a student, staff member, or essential volunteer. Response to a COVID Positive Case at School: TFPPCS will send general notification to the entire school community when a student, staff member, or visitor tests positive for COVID-19. This will let families and staff know that the DC Department of Health will follow-up with case investigation and contact tracing.

TFPPCS will not exclude students or staff with pre-existing conditions that present as COVID-19 symptoms if they have provided written or verbal documentation from their healthcare provider.

14. Provide the LEA's procedures to support DC Health with contact tracing in the event of a positive case of COVID-19.

TFPPCS's Director of Operations and HR will be the POC with DC Health to support in contact tracing. Our case managers and teachers will follow DC Health's lead to contact and communicate with all students and staff as needed.

15. Describe how the LEA will notify the school community, as appropriate, of the positive case and corresponding actions taken by the LEA.

Teachers and Case Managers will communicate with all students via individual phone calls. Messages may also be shared with students via class WhatsApp groups, Google Classroom, and Remind App as needed.

COVID-19 Testing and Vaccines

16. If applicable, describe the LEA's current or planned COVID-19 testing protocol for symptomatic and/or asymptomatic students and/or staff, including steps the LEA will take to encourage participation in the testing program. Please include the LEA's plan to ensure that results of such testing programs are reported to DC Health per DC Health's COVID-19 reporting requirements: dchealth.dc.gov/page/covid-19-reporting-requirements.

TFPPCS does not plan to provide COVID-19 testing on site. We will encourage all our adult students and staff to get tested as needed by their health care provider or at a city testing site.

17. Provide the LEA's plans to support COVID-19 vaccination of staff and students, as eligible, including efforts to encourage participation in public and community-based vaccination opportunities.

TFPPCS is focused on getting as many students and staff vaccinated as possible. Currently 100% of TFPPCS staff is vaccinated. Case managers are actively working with adult learners to make vaccination appointments. We have partnered with the Assistant Director at Unity Healthcare Brentwood to directly schedule COVID-19 vaccine appointments for our students. Case managers, teachers, and all staff will continue to encourage all adult learners, staff, vendors, and visitors to get vaccinated.

Students with Disabilities

18. Provide the LEA's plans to provide appropriate accommodations to students with disabilities with respect to its health and safety policies and procedures.

Students with Disabilities will receive appropriate accommodations with respect to instruction, assessments and health and safety practices. TFPPCS will provide all adult learners with disabilities with supports necessary to successfully access instruction through in-person and/or virtual instruction when reopening based on the following: Full access to in-person and/or remote learning and instruction; Increased professional development for TFPPCS staff to accommodate special learning needs; Specialized instruction for students based on individual goals; Adult learner access to accessible instructional materials and learning tools; Consultation with case managers to address special and 504 needs and referrals.

Training, Technical Assistance, and Monitoring

19. Please provide the LEA's plan to provide training and technical assistance on its policies and procedures to safely reopen schools in accordance with the DC Health Guidance for Schools and the OSSE Health and Safety Guidance for Schools, including:

- **a. who will receive training and technical assistance; while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and**
- **b. the topics that the training and technical assistance will address; and**
- **c. how and by whom the training and technical assistance will be delivered.**

TFPPCS will provide **Training, TA and Monitoring** services to all staff around health and safety for students and staff, instructional changes for accelerated learning, use of remote and online technologies and learning management systems' platforms; as well as around employee policy changes on use of technology, student privacy, working from home and employee benefits. Training will be conducted by outside experts and consultants and senior managers.

20. Provide the LEA's plan to monitor the implementation of the health and safety plans at each campus, including how, when and by whom the implementation will be monitored, and how the LEA will respond if a given campus is not adhering to the plan.

TFPPCS only has one campus. The Director of Operations and the Chief Compliance Officer will regularly monitor the implementation of our health and safety plan. Any questions or reported violations of the plan will be reported to the Director of Operations and will be corrected immediately.

21. Describe the LEA's plans to communicate key health and safety policies and procedures to students, families, staff and visitors.

TFPPCS website is the location for general information about the school and COVID-19 and for specific details about programs, staff, and school operations and schedules. This information will be available to families 24 hours, 7 days a week, including:

- **Contact Information:** Current and prospective students will be able to find all information on how to contact school administration and staff.
- **Family Resources:** Families will be able to find the Student and Family Hand Book, school enrollment and registration details, links to distance learning resources and additional materials to support families, such as social services resources.
- **Operating Status:** Changes in the school's operating status (closed, weather delay, etc. al.) will be communicated on the main page of the website. Should the school need to close due to COVID-19 or for any other health or safety related reason, families will be advised on the homepage.

On-demand: Students and families will receive updates from the school and in case of outbreaks-immediately through its website, social media channels and individual contacts. Unexpected closures that may happen, to maintain the health and safety of the school community, will be communicated across all social media platforms, and through direct outreach to families via email, text, and phone calls to communicate whole school announcements, high priorities, sensitive student related information, and to schedule ways to connect in-person or via phone/video.

TFPPCS has social media channels including Facebook, Twitter, and Instagram. These channels are used frequently to build broad awareness of TFPPCS engagement in the broader DC community; provide updates on operating status, continuous learning plan adjustments; and updates on community activities (i.e. learning packet pick- ups, adult student support, such rent support, food giveaways).

Signage: Signs will be posted throughout the school for COVID-19 mitigation action—wearing mask, social distancing and hand washing.